

# *Department of Accounts*

## *Payroll Bulletin*

Calendar Year 2006

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

#### State Payroll Operations

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## **Automated Imputed Life Enhancement**

### **Imputed Life Automatically Calculated on H10AS**

Effective this week, whenever you make a change to an employee's salary the system will automatically calculate and update the imputed life amount on the H10AS screen.

This automation will occur whenever you enter a change to either the 'Salary or Rate' or 'Annual Salary' field on H0BID, H0BSC, and/or thru the menu or link screens.

Though this automation will not happen when you add new employees into the system, you can trick the system to do this by entering the following on the H0BID screen:

- Enter an "R" in the sub-command field.
- Type a zero (0) in the first position of the 'Salary or Rate' or 'Annual Salary' field.

You should review the H10AS screen to verify that the correct information was updated.

#### **Note:**

1. *Annual salaries ending in 000.00 through 000.24 will not be rounded up to the next highest thousand. For example, a semi-monthly salary of 2166.67 results in an annual salary of 52000.08, but the imputed life amount will be 1040.00 not 1060.00. This is the correct calculation.*
2. *Please note that for employees paid less than 24 times, such as 9, 10 or 11 month faculty, manual adjustments to the imputed life amount may be necessary.*
3. *Also, if you ever use future dates for salary increases, the imputed life amount would be changed now and you would need to manually correct the H10AS screen now and when the new salary becomes effective.*

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## W2 History in Payline

### 2005 W2s in Payline

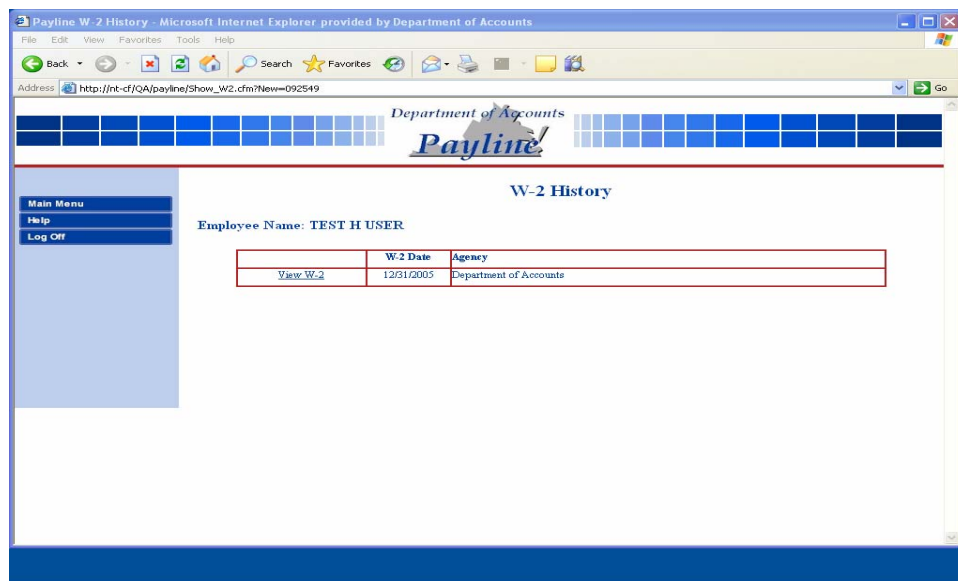
Payline has been enhanced to include W2 history beginning with W2s for 2005. W2s for 2005 will be created when the Employer copy of the W2s is run and will be available on Payline no later than January 31. CDs for W2s will no longer be created as Payroll staff with security for Masking will have access to W2 records in Payline for seven years.

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### W-2History

The *W-2 History* page provides a listing of 'W-2 Dates' and 'Agency' names for which detailed information can be viewed. (The complete history listing can be viewed by using the scroll bar.) **Payline** users may view any 'as of period' by moving the mouse pointer over the desired period and clicking the left mouse button. This will link the user to the page displaying the W-2 for the year selected.

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### W-2 Print Options

Once the W-2 has been displayed, the user has several different print options:

- **Print COPY B, To Be Filed With Employee's FEDERAL Tax Return**
- **Print COPY C, For EMPLOYEE'S RECORDS**
- **Print COPY 2, To Be Filed With Employee's State, City, or Local Income Tax**
- **Print All Copies**

Scroll down the page to see the entire W-2. Instructions and notices to employee and employer are at the bottom of the W-2.

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## Special Pay for Temporary Pay

**Special Pay 32 -  
TEMP PAY**

Department of Human Resource's (DHRM) policy no. 3.05 (Compensation) defines Temporary Pay as additional pay "to an employee who is assigned different duties on an interim basis or because of the need for additional assignments associated with a special time-limited project." Creditable Compensation and Insurance Base Pay, as defined by Virginia Retirement System (VRS), do "not include overtime pay, severance pay, extraordinary pay, or termination pay for annual and sick leave." As temporary pay is extraordinary in nature, the amount of Temporary Pay should **not** be included in the calculation of VRS benefits **nor** should it be included in the calculation of Imputed Life.

To reduce data entry requirements, special pay 32, TEMP PAY, was established for all agencies. Special Pay 32 is not included in the automatic calculation of VRS benefits, thus eliminating the need to perform deduction overrides. Special Pay 32 can be established on the Automatic Special Pay screen, H10AS, as shown below. Be sure to use the following values in the appropriate indicator fields:

**Check descriptor -0    Tax descriptor -5    Deduction descriptor -0**

SNA - EXTRA! Personal Client

File Edit View Tools Session Options Help

> GUYH 230,00200200200 ON H10AS

-----EMPLOYEE AUTOMATIC SPECIAL PAY-----

COMPANY--> 00230 EMPLOYEE NUMBER--> 00200200200  
NAME----->

NO	NAME	CALC	HOURS	CHK	IND	TAX	DESC	DED	DESC	RATE/AMT	FREQ
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A287W-NO RECORD/S FOUND

02/05/02 09:22:07 1 M3LL CIP5

SNA Server: Connected T1 02:00.1 10/02